



April 7, 2016

To: DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM SUBRECIPIENTS

RE: DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM  
FISCAL YEAR 2016-2017 REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management and Victim Services Branch, is pleased to announce the release of the Domestic Violence Assistance (DV) Program Request for Application (RFA) for fiscal year 2016-2017.

It is anticipated that approximately \$49 million in federal and state funding will be available for the DV Program for 2016-2017, with a performance period beginning July 1, 2016, and ending June 30, 2017. Funding amounts are provisional and contingent upon Cal OES's receipt of the federal grant awards and the passage of the 2016-2017 State Budget Act. A funding chart with individual Subrecipient allocations will be included as a separate attachment with the RFA.

Please see below for the following changes or updates related to the DV Program:

- **Language Access Plan** –In accordance with the U.S. Department of Justice, Title VI of the Civil Rights Act of 1964 42 U.S.C. §2000d, *et seq.*, Executive Order 13166, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Cal OES-funded DV Program Subrecipients are required to implement meaningful language access policies and practices in order to ensure access to programs and services for DV survivors and their children/dependents who have limited to non-existent English proficiency, including access to sign language interpreter services for Deaf and Hard of Hearing survivors.

Subrecipients are required to submit their Language Access Plan and information regarding how they implement their plan within six months of the performance period. If Subrecipients feel they have an inadequate plan, additional resources are available on the California Partnership to End Domestic Violence website at [www.cpedv.org](http://www.cpedv.org) and links are provided in Part I, F.2.j. – Language Access Plan of this RFA.

- **DV Program Webinar Training** –Please note that webinars, facilitated by the DV Unit staff, will be provided to DV Subrecipients during the 2016-2017 fiscal year. The webinars will address various topics related to the DV Program. More information on the webinars will be made available during the fiscal year. You will not be required to budget for this training, but you will be required to have access to a computer and the internet in order to participate in this webinar. **NOTE:** DV Program Subrecipient participation in the webinars may be mandatory, depending upon the topic(s) presented.
- **The Cultural Responsiveness Organizational Self-Assessment (CROS)** –The California Partnership to End Domestic Violence (the Partnership), in collaboration with Blue Shield of

California Foundation and jdcPartnerships, is in the final stage of developing an online home for the (CROS) hosted on the Partnership website. This tool will assist organizations in examining their practices, policies and outcomes, and assess an organization's ability to provide effective services and support in a culturally competent manner. More information will be provided when CROS is launched in May 2016.

- **Indirect Cost Rate Proposal** –Due to the changes in the new OMB Uniform Guidance CFR2, Part 200, (Super Circular), Indirect Costs, also known as Facilities and Administration (F&A) Costs, can now be claimed by Federal grant award Recipients (Cal OES) and our Subrecipients (SA Projects, DV Shelters, District Attorney Offices, Multi-Disciplinary Interview Centers, Community-Based Organizations, etc.). For more information on indirect costs please see the Part III, C, 10 – Indirect Costs/Administrative Overhead (ICRP) (*SRH 2180 & SRH 2188*) of this RFA.
- **Progress Reports** –The DV Program Progress Report has been revised to reflect the new reporting requirements for the DV Unit and VOCA. For more information on the Progress Report requirements please see Part I, F.2.i. – Progress Reports of this RFA.
- **Program Requirement Title Description Change** –In order to provide consistency between the description name and narrative, Confidential Client Files was changed to “Client Confidentiality”. Please see Part I, F.2.f. – Program Information of this RFA.

**NOTE:** Only the most current versions of Cal OES grant application forms will be accepted in the Grant Subaward Application. **Grant Subaward Applications with outdated forms will result in processing delays.**

**To receive continued funding through the DV Program, the application should be received or postmarked by Thursday, May 12, 2016.**

Should you have questions or require assistance, please contact the Domestic Violence Unit Program Specialist assigned to your current DV Program grant. If you are unsure of your assigned Program Specialist, please access the “DV Unit Project Assignment List” using the link provided in Part I, B – Contact Information of this RFA. Thank you for your interest in the DV Program and we look forward to continuing to work with you.

Sincerely,



GINA BUCCIERI-HARRINGTON  
Assistant Director, Grants Management

# DOMESTIC VIOLENCE ASSISTANCE PROGRAM

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# DOMESTIC VIOLENCE ASSISTANCE PROGRAM

## PART I – OVERVIEW

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- A. INTRODUCTION
  - B. CONTACT INFORMATION
  - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
  - D. ELIGIBILITY
  - E. FUNDS
  - F. PROGRAM INFORMATION
- 

### A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor’s Office of Emergency Services’s (Cal OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Subrecipient Handbook*. The *Subrecipient Handbook* provides helpful information for developing the application and is accessible on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select “Cal OES Divisions” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

### B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted by telephone or e-mail to your Program Specialist. Projects that are unsure of who their assigned Program Specialist is can access the “DV Unit Project Assignment List” on the Cal OES website at:

<http://www.caloes.ca.gov/GrantsManagementSite/Documents/DV%20Unit%20Project%20Assignment%20List%20-%20For%20Website%20031816.pdf>.

### C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

***One original and one copy*** of the application must be delivered to Cal OES’s Criminal Justice/Emergency Management & Victim Services Branch, by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Thursday, May 12, 2016, OR** hand-delivered by 5:00 p.m. on **Thursday, May 12, 2016**, to:

California Governor’s Office of Emergency Services  
Criminal Justice/Emergency Management & Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Domestic Violence Assistance Program, DV Unit

## D. ELIGIBILITY

Domestic Violence Assistance (DV) Program Subrecipients funded in fiscal year 2015-2016 are the only eligible Applicants.

## E. FUNDS

### 1. Funding Amount/Performance Period

There is approximately \$49 million in federal and state funding available for the DV Program. The amount of funding for which each agency may apply is listed on the 2016-2017 DV Program Funding Chart (Attachment A). The grant period will commence July 1, 2016, and will end June 30, 2017. Projects must allocate funds for the full twelve-month budget period.

### 2. Source of Funds

The DV Program is supported with a combination of the following funds: State General – Domestic Violence Program (DVP); the federal Family Violence Prevention and Services Act (FVPSA) Grants to States for Domestic Violence Shelters and Support Services Program; the federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program; and the federal Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program). Specific information for each fund source is outlined below:

#### a. State General – DVP

##### 1) Legislative Authority

These funds will be provided in the 2016-2017 State Budget Act.

##### 2) Purpose

DVP funds provide for the implementation of 14 services to domestic violence survivors pursuant to Penal Code §13823.15.

##### 3) Match

DVP requires a cash and/or in-kind match equal to ten percent of the funds requested.

#### b. FVPSA Grants to States for Domestic Violence Shelters and Support Services Program

##### 1) Legislative Authority

FVPSA Programs are authorized through Title III of the Child Abuse Amendments of 1984 (Public Law (PL) 98-457 U.S.C. 10401, *et seq.*) and was first implemented in federal fiscal year (FFY) 1988. The FVPSA was amended several times between 1988 and the most recent amendment, PL 109-162, the Violence Against Women Department of Justice Reauthorization Act of 2005. FVPSA may be found at 42 U.S.C. 10401, *et seq.*

2) Purpose

This FVPSA Program assists states in establishing, maintaining, and expanding programs and projects to prevent incidents of family violence and to provide immediate shelter and related assistance to survivors of family violence and their dependents.

3) Match

FVPSA Programs require a cash and/or in-kind match equal to 20 percent of the total project cost. Under the DV Program, Subrecipients are required to use a portion of their state (DVP) funds allocation to meet the FVPSA match requirement.

4) Restrictions/Guidelines

FVPSA funds cannot be used for compensation of time, salary, travel, or other expenses for Board/Advisory Council members.

c. VOCA Victim Assistance Formula Grant Program

1) Legislative Authority

The VOCA Victim Assistance Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, *et seq.*

2) Purpose

VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes.

## 3) Match

VOCA requires a cash and/or in-kind match equal to 20 percent of the total project cost. Under the DV Program, Subrecipients are required to use a portion of their state (DVP) funds allocation to meet the VOCA match requirement.

## 4) Restrictions/Guidelines

- VOCA funds are restricted to the provision of direct services for victims of crime.
- All awards made are currently subject to the Federal VOCA Victim Assistance Program Guidelines and will be subject to the Proposed Rule to implement the Victim Assistance Formula Grant Program authorized by the Victims of Crime Act of 1984 when published. The Proposed Rule will codify and update the existing program Guidelines to reflect changes in Office for Victims of Crime (OVC) policy, the needs of the crime victim services field, and VOCA itself.
- Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: *“Funding made possible through the United States Department of Justice, Victims of Crime Act, 2016-VA-GX-XXXX.”*
- Funds may not be used for capital improvements.

The Code of Federal Domestic Assistance (CFDA) number for the VOCA Formula Grant Program is 16.575. Additional information can be found at [www.cfda.gov](http://www.cfda.gov).

## d. STOP Formula Grant Program

## 1) Legislative Authority

The STOP Formula Grant Program was authorized in 1994 through the Violence Against Women Act (VAWA). VAWA, Public Law 103-322 was reauthorized in 2000, 2005 and most recently in 2013. The STOP Formula Grant Program is administered by the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice.

## 2) Purpose

The STOP Formula Grant Program promotes the development and the implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women. States and communities are



encouraged to restructure and strengthen the criminal justice system response to domestic violence, sexual assault, and stalking, drawing upon the experience of all participants in the system.

3) Match

STOP Formula Grant Program (STOP) funds, also known as VAWA funds, require that all non-profit victim service Grant Subrecipients provide a 25 percent total project cost match. Cal OES, as the state administrator of STOP funds, is meeting the match requirements on behalf of the DV Program and will continue to do so.

4) Restrictions/Guidelines

- The purchase of vehicles is prohibited.
- Approval for original publications (written, visual, or sound) produced in whole, or in part, using these funds must be obtained by Cal OES prior to production and distribution.

F. PROGRAM INFORMATION

1. Program Requirements

The DV Program is designed to:

- a. Provide local assistance to existing domestic violence services providers throughout the State. This support is used to maintain and/or expand services to survivors of DV and their children, and is based on need as demonstrated by prior services statistics, local crime statistics, economic demographics, current and projected population figures, and geographic and cultural factors.
- b. Provide support for the development and establishment of domestic violence services to unserved and underserved populations, including, but not limited to, rural areas, non-English speaking individuals, persons of color, and various geographical areas without services.

Projects funded are mandated, by California Penal Code §13823.15-13823.16, to provide the 14 services outlined below, in addition to all other requirements of this RFA.

2. Program Components

- a. Penal Code Section §13823.15-13823.16 Services

All projects must provide the following services:

1. Twenty-four Hour Crisis Hotline

Subrecipients must provide a 24-hour crisis hotline; 7-days per week. Immediate crisis intervention and assistance to survivors of domestic violence and their children must be provided through this telephone response by agency staff and/or volunteers who are trained domestic violence counselors pursuant to Evidence Code §1037.1.

**NOTE:** Agencies may collaborate to provide this service.

2. Counseling (Individual and Peer Group)

Individual –Subrecipients must provide a means for survivors of domestic violence and their children to obtain individual counseling, when it is requested. Paid or volunteer staff may provide this service as pursuant to Evidence Code §1037.1. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

Group Counseling –Subrecipients must provide interactive group counseling services, with staff and/or appropriately trained volunteer facilitators pursuant to Evidence Code §1037.1.

3. Business Centers

Subrecipients must have at least one established, well publicized, business center (office) location. This office will be utilized to provide information, referral and overall assistance to survivors of domestic violence and their children. This business center must be accessible to all survivors (NOT just those survivors in need of shelter). At a minimum, business centers must be open during routine business hours (i.e., Monday through Friday, 9:00 a.m. – 5:00 p.m.). Business centers may be closed for holidays designated in the agency’s Holiday Policy.

4. Emergency Shelter for Survivors and Their Children

Subrecipients must provide staffed confidential emergency shelter services for domestic violence survivors and their children/dependents. Pursuant to Penal Code §13823.15(f)(15)(B) emergency shelter services for domestic violence survivors and their children/dependents are defined as: (B) “...safe and confidential emergency housing on a 24-hour basis for survivors of domestic violence and their children, including but not limited to, hotel or motel arrangements, havens, and safe houses.” Interim shelter provisions must be provided when there is no availability at the designated shelter.

5. Emergency Food and Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs of survivors of domestic violence and their children. This requirement may be met by the development and implementation of written Operational Agreements (OAs), for referrals, with appropriate community organizations.

6. Emergency Response to Calls from Law Enforcement

Subrecipients must provide 24-hour telephone response to law enforcement agencies (in the service area) seeking emergency services for survivors of domestic violence and their children/dependents. Written OAs must be in place and include the types of emergency services available (e.g. shelter, clothing, food, and counseling); and protocols concerning how the law enforcement agency and the service provider will coordinate the provision of services to the survivors and their children/dependents (e.g.: procedures regarding field response, and inter-agency communication protocols).

A list of agency services, including shelter and all supportive services will be provided to all local law enforcement agencies and updated regularly.

7. Medical Advocacy and Emergency Response to Survivors in Hospital Emergency Rooms, Medical Clinics, and/or Medical Offices.

Subrecipients must provide 24-hour telephone response to local hospital emergency rooms, medical clinics and/or offices within the service area to establish and/or maintain a plan for the treatment and assistance of domestic violence survivors. Written OAs must be in place and include a description of how services are coordinated with local hospital emergency rooms (e.g., how referrals are made by emergency rooms to the project; the procedure for how such referrals are responded to; and, whether or not there is a system for follow-up by the project).

When requested by survivors, Subrecipients must provide advocacy by intervening on the survivor's behalf with emergency rooms, medical clinics, and/or offices.

8. Transportation

Subrecipients must provide a means for emergency transportation to shelters or other places of safety as appropriate for survivors of domestic violence and their children. The project should also provide a means for survivors to receive non-emergency transportation. This can be met by providing vouchers, direct cash, and/or by transporting the victim.

9. Counseling for Children

Subrecipients must provide a means for children of survivors of domestic violence to obtain counseling. The counseling must be goal-oriented, topic-focused, and age appropriate. Paid or volunteer staff may provide this service. These structured and facilitated services should be provided at the shelter and/or business center. This requirement may be met through referral by developing and implementing OAs with qualified counselors and/or counseling agencies.

10. Criminal Justice and Social Service Advocacy

Subrecipients must provide a means of advocacy to domestic violence survivors when necessary to intervene on their behalf with the criminal justice system and social services agencies (e.g., district attorney's offices, courts, Victim/Witness Programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). This may include accompanying survivors to the above agencies with the exception of courts.

11. Legal Assistance with Temporary Restraining Orders/Other Protective Orders and Custody Disputes

Subrecipients must have qualified staff to provide information and assistance to survivors of domestic violence in understanding, preparing, and processing the legal documents necessary to obtain temporary restraining orders and other protective orders and/or custody orders. This requirement may be met by developing OAs with an appropriate referral agency.

12. Court Accompaniment

Subrecipients must provide a means for survivors to be accompanied, by an advocate, to criminal and/or civil court hearings. This service may be met through referrals to Victim/Witness Programs when needed.

13. Establish, Maintain, and Participate in the Local Community Service Network to Ensure Appropriate Response to Survivors' Needs

Subrecipients must establish themselves as active participants in the local public and private social services network, (i.e., the local DV Council and any other collaborative DV partnerships, advocating for the timely and comprehensive response to DV survivors' needs). Subrecipients must maintain contact with all local agencies that are available to assist survivors of domestic violence, and, when appropriate, must refer clients to those agencies.

Information and referral calls may generate from the business center, administration office, outreach center, etc. Subrecipients must maintain a daily, 24-hour hotline. Information and referrals must be provided through this telephone response.

A referral resources list must be developed, maintained, regularly updated and include the following: law enforcement agencies, district and city attorney's office, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, victim/witness assistance centers, family justice centers, etc.

#### 14. Household Establishment Assistance

Upon request by the client, Subrecipients must assist survivors of domestic violence in establishing a new residence (e.g., furniture, food, transportation, cash donations, etc.).

##### b. Children's Program

Subrecipients must have a children's program in their shelter facility to ensure that the needs of children of shelter residents are met, including but not limited to, making arrangements for school-aged children to continue their education during their stay at the shelter.

##### c. Transitional Housing Assistance

Transitional Housing Assistance, while not explicitly as a core component of services within statutory guidelines, is a valuable service that may be provided in addition to the previously identified core program components. Providing Transitional Housing Assistance is not a mandated objective; it is optional and provided at the discretion of the agency. Cal OES will allow a limited amount of grant funds – ***up to 20 percent of Total Project Cost*** – to be used in support of Transitional Housing Assistance. All expenses for this service must meet the following guidelines:

- All funds used for Transitional Housing Assistance must be used to help survivors of domestic violence, exclusively.
- All 14 of the Direct Services Program Components must be provided by the agency and fully operational.
- Expenses must be approved in advance by Cal OES.

##### d. Nondiscrimination Service Policy

All Subrecipients must have written policies ensuring all services are inclusive of all survivors of domestic violence and their children. No person shall be, on the basis of race, color, religion, national origin, sex, gender identity, sexual

orientation, or disability, excluded from participation in services. Subrecipients may not have policies excluding male dependent children from the shelter.

When necessary, sex-segregated programming (e.g., shelter, support groups) is allowed. A written justification of the need for sex-segregated services is required. When offering sex-segregated services, Subrecipients must ensure services are comparable. For example, female survivors may not receive shelter for 90 days with access to meals while men receive shelter (through motel/hotel vouchers) for five nights with no access to meals.

Subrecipients must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, *et seq.*, and Title 28 of the Code of Federal Regulations, part 35. The Applicant shall operate so that each service is accessible to and usable by individuals with disabilities. Subrecipients may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Subrecipients must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Subrecipients must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. **This includes all written materials (i.e., brochures, applications, consents, videos, etc.).**

e. Voluntary Participation in Services

Survivors cannot be required to participate in supportive services in order to access emergency shelter. A philosophical underpinning of the domestic violence movement is that survivors' autonomy should be respected and that survivors are in the best position to determine what will facilitate or compromise safety for them and their children. This means that any resource accessed by a survivor must be voluntary and not be conditioned upon participation in other services or programs, no matter how helpful the program.

As appropriate, communal living rules are allowed but Subrecipients are encouraged to keep rules or guidelines to a minimum. Clients may be asked to leave a program if that client purposefully and willingly violates the project's rules in a manner that endangers the safety and well-being of other participants, staff, or children.

## f. Client Confidentiality

Federal statute explicitly recognizes the privacy needs of survivors of domestic violence. Following that statutory precedent, grantees must protect the privacy and confidentiality of survivors of domestic violence; this protection should include, but is not limited to, the maintaining of confidential client files in a locked filing cabinet or storage room for a period of no less than three years. Additionally, grantees are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

## g. 40-Hour Training – Domestic Violence Counselors

Subrecipients must ensure advocates and volunteers working with survivors and their children meet the requirements of a “domestic violence counselor” pursuant to Evidence Code §1037.1(a)(1). Projects must provide this training in accordance with Evidence Code §1037.1(a)(2) which states, “The 40 hours of training must be supervised by an individual who qualifies as a counselor pursuant to Evidence Code Section 1037.1(a)(1) and who has at least one year of experience counseling domestic violence victims for the domestic violence victim service organization. The training shall include, but need not be limited to, the following areas:

- History of domestic violence;
- Civil and criminal law as it relates to domestic violence, the domestic violence victim-counselor privilege, and other laws that protect the confidentiality of victim records and information;
- Societal attitudes towards domestic violence, peer counseling techniques;
- Housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims; and
- Referral services available to domestic violence victims.

**Subrecipients must complete the Cal OES Training Summary:40-Hour Domestic Violence Counselor Training form and retain this form and your training agenda for review by Cal OES upon request and/or at performance assessment, monitoring and/or technical site visits.** A copy of the most current version of the required Cal OES Domestic Violence Counselor Training Summary Form can be obtained by contacting your Domestic Violence Unit Program Specialist.

Domestic violence counselors are protected as privileged Subrecipients of confidential communication (Evidence Code §1037.2); anyone who knowingly discloses confidential information from a privileged source is guilty of a misdemeanor (Penal Code §632.2). In certain instances (new staff hired just after scheduled training, less than five participants, etc.) projects may send advocates to the training of nearby projects.

**Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion issued. The certificates and agenda shall be maintained in the staff/volunteer personnel file for each domestic violence counselor providing direct services to victims.**

The Partnership, with support from Cal OES, has launched an online portal to access a 40-hour training curriculum and materials which fulfills the State's requirements for domestic violence counselors. This tool can be accessed on the Partnership's website: <https://cpedv.memberclicks.net/sample-40-hour-training-curriculum>.

**NOTE:** You must be a member of the Partnership to access the online portal. If you are non-Partnership member, but employed by a Cal OES funded agency, then you may gain access by emailing [info@cpedv.org](mailto:info@cpedv.org) and requesting a username and password.

h. Operational Agreements

Subrecipients must have Operational Agreements (OAs) with agencies in the following disciplines:

- Local Law Enforcement
- District attorney's office(s)
- Victim/Witness Assistance Program(s)
- Other domestic violence agencies with overlapping services areas
- Child Protective Services
- Hospitals/medical treatment facilities

OAs must contain original signatures, titles and agency names for both parties and include dates effective for the proposed subaward period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Submission of a copy of each OA is not required with the grant application. However, the grant subaward application must include an Operational Agreements Summary (Cal OES 2-160) form which delineates the agencies and timeframes for each Operational Agreement in effect to support the required services under the DV Program.

**OAs must have an effective period of no more than three years.** OAs must be on file with the project and available for review by Cal OES staff during a site, monitoring and/or technical assistance visit.

i. Progress Reports

Progress Reports serve as a record for the implementation of the project. It documents the project's progress in achieving the objectives in accordance with the terms of the Program, enables Subrecipients to identify problems



encountered in the implementation of the project, and provides the opportunity to request technical assistance from Cal OES regarding the DV Program grant. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

Reporting requirements are:

- 1) Two DV Program Progress Reports must be submitted throughout the performance period no later than the due dates below:

	Report Period	Due
1 <sup>st</sup> Progress Report	July 1, 2016 – September 30, 2016	October 31, 2016
Final Progress Report	July 1, 2016 – June 30, 2017	July 31, 2017

Each December Cal OES reports statistics for the federal fiscal year (October – September). These reports include statistics from the 1<sup>st</sup> Progress Report. Therefore, **there will be no extensions to the due date for the 1st Progress Report.**

- 2) *(For VAWA-funded projects only)* The STOP Formula Grant Program Annual Progress Report covers the calendar year period of January 1 to December 31. This report is due to Cal OES no later than January 31, 2017.

Since the DV Program is a continuously funded program on a state fiscal year cycle, projects receiving STOP funding during the 2016 calendar year will complete a report year using statistics from up to two separate grant award performance periods (January 1, 2016, to June 30, 2016, and July 1, 2016, to December 31, 2016).

- 3) OVC Reports

There are two reports Subrecipients will need to complete:

- a) Subgrant Award Report (SAR)

This report is due at the time funds are awarded. Subrecipients must complete the report in the OVC Performance Measurement Tool (PMT) database.

**b) Subgrantee Report**

Subrecipients must complete quarterly reports no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates below.

Report Period	Due
October 1, 2016 – December 31, 2016	January 13, 2017
January 1, 2017 – March 31, 2017	April 14, 2017
April 1, 2017 – June 30, 2017	July 14, 2017
July 1, 2017 – September 30, 2017	November 14, 2017

**NOTE:** For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at [ovcpmt@csrincorporated.com](mailto:ovcpmt@csrincorporated.com) or call toll-free (844) 884-2503.

**j. Language Access Plan**

In accordance with the U.S. Department of Justice, Title VI of the Civil Rights Act of 1964 42 U.S.C. §2000d, *et seq.*, Executive Order 13166, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Cal OES-funded DV Program Subrecipients are required to implement meaningful language access policies and practices in order to ensure access to programs and services for DV survivors and their children/dependents who have limited to non-existent English proficiency, including access to sign language interpreter services for Deaf and Hard of Hearing survivors.

Language Access Plans should address the following:

- How your agency meets the needs of survivors who have limited to non-existent English proficiency including Deaf and Hard of Hearing survivors.
- How your agency implements your language access plan within your agency and ensures accessibility by DV survivors and their children/dependents including Deaf or Hard of Hearing survivors.
- How your agency supports the expenses incurred from the development and implementation of your agency's language access plan.

**NOTE:** Cal OES funds may be used to support your agency's language access plan.

For more information and resources on language access plans, please feel free to click on the links provided.

Model Protocol on Services for Limited English Proficient Immigrant and Refugee Victims - Washington State Coalition Against Domestic Violence, November 2002

[http://onlineresources.wnyc.net/pb/orcdocs/LARC\\_Resources/LEPTopics/DV/2002\\_Model%20ProtocolLEP\\_victims.pdf](http://onlineresources.wnyc.net/pb/orcdocs/LARC_Resources/LEPTopics/DV/2002_Model%20ProtocolLEP_victims.pdf)

Asian & Pacific Islander Institute on Domestic Violence, APIA Health Forum – Resource Guide for Advocates & Attorneys on Interpretation Services for Domestic Violence Victims

<http://www.apiidv.org/files/Interpretation.Resource.Guide-APIIDV-7.2010.pdf>

Illinois Supreme Court, Languages Access Policy

[http://www.illinoiscourts.gov/civiljustice/languageaccess/Language\\_Access\\_Policy.pdf](http://www.illinoiscourts.gov/civiljustice/languageaccess/Language_Access_Policy.pdf)

k. Fund Reversion Procedure

Subrecipients reverting unused funds back to Cal OES in an amount greater than \$2,500 per year, over two consecutive fiscal years, will be subject to the following:

- Reduction of funding for at least one fiscal year immediately following the two-year period;
- The reduction will be equal to the lesser amount reverted during the prior two-year period;
- Subrecipients will be required to work with Cal OES to develop and implement plans to prevent future reversions; and
- Subrecipients will not be eligible for DV Program-wide increases during the reduction period.

Upon successful implementation of plans to prevent future reversions, Cal OES will reinstate Subrecipients to the original funding level and apply any applicable DV Program-wide increases.

**Subrecipients may elect to amend the Grant Subaward Agreement to reduce funding and return funds to Cal OES prior to April 30 (of the given fiscal year) if they are unable to utilize all funds awarded during that fiscal year. This will allow Cal OES to reallocate funds before they expire, and Subrecipients will not be subject to the Fund Reversion Procedure previously described (Subrecipients funding level will not be reduced).**

The Fund Reversion Procedure is intended to assist Cal OES in ensuring all funds are utilized by the DV Program prior to their expiration. Expired funds are reverted to the original source and can no longer be utilized by the DV Program.

## DOMESTIC VIOLENCE ASSISTANCE PROGRAM

### PART II – RFA INSTRUCTIONS

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- A. PREPARING AN APPLICATION
  - B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
  - C. PROJECT NARRATIVE
  - D. PROJECT BUDGET
  - E. APPLICATION APPENDIX
- 

#### A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). The forms must be printed on plain white 8½” x 11” paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal OES’s standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates and not allow for more space than provided by Cal OES. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the eight required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Subaward Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – Select appropriate form, based on source funding allocation (See the 2016-2017 DV Program Funding Chart – Attachment A to determine your project’s source funding allocation).
  - VOCA (Cal OES 2-104f)
  - VAWA (Cal OES 2-104g)
  - VOCA & VAWA (Cal OES 2-104h)
  - FVPSA & VOCA (Cal OES 2-104m)
- Project Narrative (Cal OES 2-108)
  - Problem Statement
  - Plan
  - DV RFA Addendum (Attachment B)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106 a))
- Application Appendix (refer to Part II, E)

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](http://www.caloes.ca.gov), Select

“Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

**NOTE:** Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind the application.***

#### B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104 d-m)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that Subrecipients will comply with the following regulations and restrictions:

- State and Federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

This document becomes a part of the Cal OES Grant Subaward. Two individuals must sign the Certification of Assurance of Compliance (Cal OES 2-104). The designated individual authorized to sign the Grant Subaward (see Section 2113) and the individual granting that authority: the City/County Financial Officer, the City/County Manager, or the Governing Board Chair. The second signature is not required for State Agencies.

#### C. PROJECT NARRATIVE

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the plan.

##### 1. Problem Statement

No Problem Statement is required for this RFA.

## 2. Plan

Please describe the following:

- The plan your agency has in place to better serve the unserved/underserved populations identified in your service area(s).
- How your agency will implement and complete the remainder of the Program components listed in Part 1, F, 2, of this RFA.
- Any additional services that your agency provides to victims outside the scope of the 14 required grant components listed in Part 1, F, 2, of this RFA.

## 3. DV Program Grant Application Addendum (Attachment B)

### PART I: DV SUBRECIPIENT AGENCY INFORMATION

Complete this section to reflect the most current agency information, inclusive of Hotline telephone number(s), Business Center address(es), and number of DV Shelter facilities data. If you are uncertain if any agency changes have occurred since the submission of the 2015-2016 grant application, please contact your DV Unit Program Specialist.

### PART II: REQUIRED SERVICE OBJECTIVES AND PROJECTED GOALS

Complete the Required Service Objectives and Projected Goals Worksheet to project service provision goals of the mandated 14 direct services components (as outlined in Part I, Section F, Number 2, of this RFA) for 2016-2017.

## D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the Plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire performance period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a **line-item** budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

**NOTE:** The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Subrecipient Handbook* for additional information concerning Cal OES's budget policy or to determine if specific proposed expenses are allowable. The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." Should you have additional budget questions, contact the person listed in Part I, Section B.

#### 1. Budget Narrative

The Applicant is required to submit a narrative with the Project Budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project's proposed budget supports the Program's objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.

#### 2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets (Cal OES 2-106a) for each of the following three budget categories:

- a. Personal Services – Salaries/Employee Benefits
  - 1) Salaries

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Subrecipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. - Operating Expenses - paragraph two).

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the performance period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with a cost of less than



\$5,000 (excluding tax,) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Subrecipient Handbook*, Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants being passed through a Subrecipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**NOTE:** The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the ***whole dollar amount only*** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Subaward Face Sheet.

E. APPLICATION APPENDIX

The application appendix provides Cal OES with additional information from the Applicant to support components of the application. The following must be included:

- Organizational Chart:

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the

organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.

- Operational Agreement Summary Form (Cal OES 2-160)
- Project Service Area Information (Cal OES 2-154)
- Noncompetitive Bid Request (Cal OES 2-156) [if applicable]
- Out-of-State Travel Request (Cal OES 2-158) [if applicable]
- Emergency Fund Procedures (Cal OES 2-153) [if applicable]
- Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](http://www.caloes.ca.gov), Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

## DOMESTIC VIOLENCE ASSISTANCE PROGRAM

### PART III – POLICIES AND PROCEDURES

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**NOTE:** The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. FINALIZING THE GRANT SUBAWARD
  - B. ADMINISTRATIVE REQUIREMENTS
  - C. BUDGET POLICY
- 

#### A. FINALIZING THE GRANT SUBAWARD

##### 1. Standard Project Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent state or federal funds are available for payment of such costs.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Subaward.

##### 2. Processing Grant Subaward

###### a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward. Grant Subaward Conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

c. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Project Director. When the executed grant is received a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Subrecipient's planning purposes:

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The *Subrecipient Handbook* contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the *Subrecipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (*SRH 11500*)

Projects must maintain a current telephone number and internet access with an e-mail address (see Section 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*SRH 10100*)

Funded projects are required to participate in data collection and to submit Progress Reports required by the Program. Projects are required to keep accurate records to document the information reported in the Progress Reports. The records must be kept by the project for a period of seven years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the Progress Reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*SRH 6310*)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal OES 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal OES 2-201 will result in the withholding of funds and may result in the recommendation to the Cal OES Director for termination of the Grant Subaward.

5. Technical Assistance and Site Visits (*SRH 10200/10300*)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives, and compliance with the Grant Subaward. Program Specialists are available to assist the Subrecipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Subaward. New projects should expect a site visit from the assigned Program Specialist within the first six months of the performance period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*SRH 10400*)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the Program, the Grant Subaward, the Program Guidelines (if applicable), the RFA/RFP, and the *Subrecipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*SRH 8100*)

To safeguard Cal OES's assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving Cal OES Grant Subaward(s) be audited in accordance with the *Subrecipient Handbook*.

8. Source Documentation (*SRH 10111*)

Subrecipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Subaward. Subrecipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for Program specific source documentation are delineated in the RFA instructions. Subrecipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

#### 9. Fidelity Bond (*SRH 2160*)

Private CBOs and American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Subaward. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Subaward. The beneficiary named on the bond or an endorsement must include the “State of California, California Governor’s Office of Emergency Services” and include the Grant Subaward number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total Grant Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Subrecipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required by terms of the Program or Grant Subaward Conditions.

#### 10. Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Subaward. These ownership rights are detailed in the *Subrecipient Handbook*.

### C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Subrecipient Handbook*. Additional information may be obtained by accessing the *Subrecipient Handbook* at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

#### 1. Supplanting Prohibited (*SRH 1330*)

Grant funds must be used to supplement existing funds for Program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

## 2. Project Income (*SRH 6610*)

Project income, such as client fees and fees for services provided by the Subrecipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

## 3. Methods of Contracting and/or Procurement (*SRH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES Program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the Project Budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Subrecipient Handbook*).

## 4. Match Requirements (*SRH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Subaward. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Subrecipient Handbook*.

### a. State Funds Matching State or Federal Funds (*SRH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) The other funding source does not prohibit this practice;
- 2) The funds are to be used for identical activities (e.g., to augment the project); and

- 3) The project has obtained prior written approval from Cal OES or the terms of the Program allow this practice.

b. Type of Match

- 1) Cash Match (*SRH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

- 2) In-Kind Match (*SRH 6512*)

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of Cal OES's Grant Subaward activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be specifically identified by line item as in-kind match in the budget.

5. Travel Policies

The following is Cal OES's current travel policy:

a. Travel and Per Diem (*SRH 2236*)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

- 1) Units of Government (*SRH 2236.21*)

Units of government may use their own written travel policy or the state policy.

- 2) Community-Based Organizations (CBOs) (*SRH 2236.22*)

A community-based organization may use the state travel policy or the Applicant's written policy up to the maximum rates allowed by the state travel policy.



3) Out-of-State Travel (*SRH 2236.11*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*SRH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is \$90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

## 3) Special Lodging Rates

- Statewide (excluding counties identified below): \$90.00, plus tax
- Napa, Riverside, and Sacramento Counties: \$95.00, plus tax
- Los Angeles, excluding the City of Santa Monica, Orange, Ventura Counties and Edwards AFB: \$120.00, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara counties: \$125.00, plus tax
- City & County of San Francisco and the City of Santa Monica: \$150.00, plus tax

## 4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 54 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

## 5) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*SRH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the Subrecipient on the implementation of a project. The agreement between the Subrecipient and the participating agency concerning participating staff must be reflected in the OA. Grant-related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant (*SRH 3710*)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors/consultants must not be used in lieu of employees and are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the Applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*SRH 3710.1*)

The maximum rate for independent contractors/consultants is \$650 (excluding travel and per diem costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$650 a day must have ***prior approval*** from Cal OES and additional justification.

1) Exception to Rates (*SRH 3710.1.1*)

Compensation to government employees (e.g., federal, state, and local) will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*SRH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors or consultants to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. Unless otherwise prohibited, the maximum allowable rate for such witness fees is \$250 per hour, and is not to exceed \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10 percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106a).

8. Facility Rental (*SRH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be

consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*SRH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (ICRP) (*SRH 2180 & SRH 2188*)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

- a. Subrecipients do not have to budget for indirect costs.
- b. Subrecipients that budget for indirect costs must:
  - use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient's cognizant federal agency (Cal OES will not act as a cognizant agency); or
  - use an amount up to the ten percent (10%) de Minimis rate of the Subrecipient's Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, capital expenditures, or any Subawards, contracts, or consultant beyond the first \$25,000.

Subrecipients, who request Cal OES funds for indirect costs, must provide a method of calculation that shows what direct costs were used to calculate their indirect budgeted amount. The Subrecipient can then charge up to that budgeted amount on the subaward.

## 11. Audit Costs (*SRH 8150*)

Subrecipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

## 12. Equipment (*SRH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

### a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Subrecipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Subaward Forms Package. Prior approval by Cal OES is required.

### b. Computers and Automated Equipment (*SRH 2340*)

#### 1) Community-Based Organizations (*SRH 2342.1*)

CBOs may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal OES is required.

2) Units of Government (*SRH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase.

3) Computer Purchase Justification (*SRH 2341*)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

c. Automobiles (*SRH 2331*)

If automobiles are allowable pursuant to the terms of the program, projects must provide substantial justification demonstrating the grant-related need. If not previously approved in the initial Grant Subaward, then a justification must be submitted with a Grant Subaward Modification (Cal OES Form 2-223) and include the following information:

- 1) Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office;
- 2) Describe the lack of available agency vehicles;
- 3) Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours; and
- 4) Include a cost analysis for the vehicle purchase, as compared to other options, including lease and personal vehicle use with mileage.

13. Prohibited Expense Items (*SRH 2240*)

a. Bonuses/Commissions (*SRH 2241*)

Projects are prohibited from paying any bonuses/commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.

b. Lobbying (*SRH 2242*)

Refer to *SRH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*SRH 2243*)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*SRH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*SRH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*SRH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*SRH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*SRH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*SRH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*SRH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*SRH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*SRH 2249*)

Equipment costs may not include additional costs calculated for depreciation.



## **DOMESTIC VIOLENCE ASSISTANCE PROGRAM**

### **PART IV – ATTACHMENTS**

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**NOTE:** The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. APPLICATION FORMS (including web links)
  - B. GLOSSARY OF TERMS
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#### **APPLICATION FORMS**

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](http://www.caloes.ca.gov), Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

## DOMESTIC VIOLENCE ASSISTANCE PROGRAM

### GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Subrecipient	The agency or organization designated on the Grant Subaward Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Subrecipient was formerly referred to as the “Grantee.”
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	The EEO Checklist is a document used by Program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with State and Federal Civil Rights Laws.
Grant Subaward	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a Program may be funded without competition.

Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Subaward Face Sheet (Cal OES 2-101).
Implementing Agency	The agency or organization designated on the Grant Subaward Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response Form	Form sent to the Subrecipient with the Monitoring Report. The form is completed by the Subrecipient and returned to the Cal OES Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods (contracts sometimes include goods as well as services, and this definition will also apply to those circumstances)
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Subrecipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a state taxing body or the state Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the state; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual.</p> <p>(3) A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(4) Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.</p>

Objectives	A set of quantifiable projections to be carried out in order to accomplish the Program goals.
On Site	Refers to the location of operation of the Grant Subaward Subrecipient. If multiple sites exist, the site that provides the project Subrecipients with Program direction qualifies as the “on site location.”
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Subrecipient. The project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."

Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.
Subrecipient or Adminstrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).
Subrecipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Subrecipient Handbook</i> is accessible at <a href="http://www.caloes.ca.gov">www.caloes.ca.gov</a> . Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.” The <i>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Subrecipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Subaward, Cal OES policy statements, and applicable statutes. In the event the Terms of the Program are inconsistent with the provisions of the Subrecipient Handbook, the Terms of the Program shall be interpreted and construed as superseding the provisions of the Subrecipient Handbook.
USC	United States Code